**No. [FILE\_NO] Date: [CURRENT\_DATE]**

|  |  |  |
| --- | --- | --- |
| Branch Manager,  <<BANK\_NAME>>,  <<BANK\_ADDRESS>> | | |
| **Sub:** | Confirmation of Performance Guarantee No. <<PG\_NO>> amounting to <<PG\_AMOUNT>> towards Performance Guarantee against works contract. | |
| **Ref:** | This office LOA No. [LOA\_NO] dated [LOA\_DATE] for “[DESCRIPTION]” | |

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The subject mentioned contract has been awarded to <<FIRM\_NAME>>, <<FIRM\_ADDRESS>> vide referred LOA.

As per contract conditions for Performance Guarantee, the firm has submitted a Performance Bank Guarantee No. <<PG\_NO>> valid up to <<PG\_VALID\_UPTO>> for Rs. <<PG\_AMOUNT>> /-, drawn in favour of “Senior Divisional Finance Manager Central Railway Mumbai” issued by your branch.

Please confirm whether your bank has issued the same in favour of Sr. DFM CSMT Central Railway Mumbai and convey your reply to this office in an attached format on your office letterhead (mentioning your letter no. and this office letter under reference) immediately for further necessary action, treating this as confidential.

DEE(TRS)Kalyan

For Sr.DEE (TRS) Kalyan

CENTRAL RAILWAY